



**Sun Valley General Improvement District
Board Meeting Minutes of
November 10, 2021**

Board Members Present:

Sandra Ainsworth	Chair
Susan Severt	Vice Chair
Carmen Ortiz	Treasurer
Michael Rider	Trustee

Board Members Not Present:

Joseph Barstow	Secretary
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Staff Present:

Jon Combs	SVGID, General Manager
Chris Melton	SVGID, Public Works Director
Erin Dowling	SVGID, Customer Service Supervisor
Jennifer Merritt	SVGID, Administrative Assistant
Maddy Shipman	SVGID, Legal Counsel

Other Members Present:

Carol Burns	Public
Coral Wilcox	Public
Albert Ramsey	Public
Kelly Glenn	roo co.
Kenneth Krater	Krater Consulting Group, PC
Jeffrey Holbrook	LandCap Investment Partners, LLC
Jeffrey Hinckley	LandCap Investment Partners, LLC
Frank Bidart	Odyssey Engineering Inc.

The meeting of the Sun Valley General Improvement District was called to order by Chair Ainsworth at 6:00 pm in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd., Sun Valley, NV.

Item# 1. Roll call and determination of a quorum.

Board members present; Chair Ainsworth, Vice Chair Severt, Treasurer Ortiz and Trustee Rider. A quorum was present.

Item# 2. Pledge of Allegiance.

Led by Trustee Rider

Item# 3. Public comments for items not on the agenda.

None

Item# 4. Motion to approve the agenda.

Trustee Rider made a motion to approve the agenda. Vice Chair Severt seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 5. Certify posting of the agenda.

Ms. Merritt certified posting of the agenda.

Item# 6. Trustee/Manager's announcements, request for information, and statements relating to items not on the agenda.

Mr. Combs announced the District office will be closed Thursday, November 11th in observance of Veterans Day. The District office will also be closed Thursday, November 25th and Friday, November 26th in observance of Thanksgiving.

Item# 7. Discussion and action to approve account payables for November 10, 2021.

Treasurer Ortiz gave a brief report of the account payables, customer refunds and payroll for November 10, 2021.

Treasurer Ortiz made a motion to approve the account payables for November 10, 2021 in the total amount of \$156,099.57. Trustee Rider seconded the motion. After discussion the motion carried unanimously.

There were no public comments.

Item# 8. Discussion and action to approve board meeting minutes of October 28, 2021.

Vice Chair Severt made a motion to approve the Sun Valley General Improvement District Board Meeting Minutes of October 28, 2021 as submitted. Treasurer Ortiz seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 9. Presentation by Krater Consulting Group regarding Master Plan and Regulatory Zoning Amendments for proposed Highland Village Phase II.

Kenneth Krater with Krater Consulting Group gave a brief presentation regarding Highland Village Phase II proposed development. Mr. Krater reported the proposed development is located on 9th Ave. adjacent to Virginia Palmer Elementary School across from Highland Village Phase I. He reported Shaw Engineering is currently performing a water and wastewater study to see if any infrastructure improvements will be needed. A Neighborhood Public Meeting was held on October 25, 2021 at the Sun Valley Neighborhood Center. He stated majority of the public was accepting of the new development and requested for pedestrian safety and traffic to be looked at for any possible improvements. The project is scheduled to be reviewed by Washoe County Planning Commission on December 7, 2021. The developer is requesting for a master plan amendment and zoning change from Low Density Suburban to High Density Suburban to allow for 3.8 units per acre.

Mr. Krater reported the project is made up of three parcels totaling 18 acres with the proposal to develop 70 single family homes. The developer will be keeping the rocky knoll near Highland Ranch Pkwy. and surrounding area north west as open space for trail heads. The developer is going to convert Washoe County's dirt road located at the end of Klondike Dr. and 9th Ave. into a designated walking path; this will help reduce and/or eliminate abandon vehicles in this area. The developer will keep the existing dirt walking pathway

along the northside of Virginia Palmer Elementary School going east towards Midnight Dr. for kids to have a safe route to school. He shared various maps for review; slope map, existing land use and zoning map and a new proposed land use and zoning map. Mr. Krater reported on traffic and safety improvements. He reported Highland Village Phase I will have two points of access; a T-Intersection at Highland Ranch Pkwy. and Reay Highland Dr. with a pedestrian walkway with flashing beacons and a full intersection at Highland Ranch Pkwy. and Midnight Dr. Highland Village Phase II will only have one point of access; a T-Intersection from Highland Ranch Pkwy. Additional traffic calming features will be added through the existing Lifestyle Homes beginning from Highland Ranch Pkwy., Midnight Dr., Lightning Dr., Magenta Dr., 7th Ave. to Klondike Dr. by adding additional intersection medians and striping. The developer is hoping to get a school zone for Highland Ranch Pkwy., but because it is an arterial roadway, the school zone needs to be initiated by Washoe County and Washoe County School District. Mr. Krater reported developer is committed with the design as presented. Once the tentative map has been approved by Washoe County, the developer will hold another neighborhood meeting to help answer any other questions and/or concerns from surrounding neighbors.

Treasure Ortiz inquired about the walking path adjacent on the north side of Virginia Palmer Elementary heading east towards Midnight Dr.; she wanted to know if that path will remain.

Mr. Krater responded the existing walking path will remain as a dirt pathway, as is.

Trustee Rider inquired about improved lighting at the cross walks.

Mr. Krater responded the T-Intersection at Highland Ranch Pkwy. and Reay Highland Dr. will have flashing beacons as well as overhead lighting. All T-Intersections and full intersections will also have overhead lighting shining downward to avoid interfering with the night sky and interfering or shining on other residential homes.

Vice Chair Severt inquired about construction mitigation to help provide a safe route to school for the kids.

Mr. Krater responded there will be a detailed construction mitigation plan in place, safety on any development project is priority.

There were no public comments.

Item# 10. Review of proposed winter newsletter article ideas with possible direction to staff.

Ms. Glenn with roo co. provided a list of proposed articles for the upcoming District winter newsletter. The articles include, 2021 Community Service Award winners, 2021 Photo Contest winners, Veterans Day recap, Radon Month, Board of Trustees and a Did You Know. The Did You Know article will be a larger than normal article providing clarification of various agencies and what their functions are.

Vice Chair Severt made a motion to accept the proposed newsletter articles as presented. Trustee Rider seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 11. Discussion and possible action to update Sun Valley General Improvement District Personnel Policies.

- A) Personnel Policy 1 – General Provisions**
- B) Personnel Policy 2 – Employee Relations**
- C) Personnel Policy 3 – Employment**
- D) Personnel Policy 6 – Benefits**
- E) Personnel Policy 8 – Employee Separation**
- F) Personnel Policy 9 – Performance Management**
- G) Personnel Policy 10 – Disciplinary Actions and Appeals**
- H) Personnel Policy 11 – Definition of Terms**

Chairperson Ainsworth requested the Board will be reviewing the personnel policies and voting on them as a bulk item.

Ms. Dowling provided several personnel policies for review. She reported the Pool Pact Agency reviews the District's personnel policy annually and provides various recommendations. Majority of the proposed amendments are to bring the District's policies compliant with various laws that went into effect this year. The biggest change this year is the recommendation to formally adopt a Employee Bullying Policy as part of Policy 2 – Employee Relations. This recommended policy coincides with the District's Anti-Harassment Policy. She reported the other significant amendment is with Policy 9 – Performance Management; amending it to provide clarification between frequent employee/management feedback and annual evaluations.

Treasurer Ortiz made a motion to approve the District's Personnel Policies A-H as presented. Chairperson Ainsworth seconded the motion. The motion carried unanimously.

There were no public comments.

Item# 12. Consideration of request by Washoe County Registrar of Voters for the Sun Valley Neighborhood Center as a voting location for the 2022 Primary Elections, General Elections and early voting at no charge.

Mr. Combs reported Washoe County Registrar of Voters submitted a request for the use of the Sun Valley Neighborhood Center East Room as an early voting location, dates to be determined, and the Grand Room for both the Primary Election June 14, 2022 and General Election November 8, 2022. Washoe County Registrar of Voters will be responsible for their own set up and clean up. The District will provide tables and chairs for their staff and volunteer members. The District will also issue a key to a Washoe County employee to open and close the Sun Valley Neighborhood Center.

Mr. Combs reported staff recommends approval of Washoe County Registrar of Voters request, the waiver of rental fees, cleaning/security deposit and consideration of waiving security fees. Washoe County Registrar of Voters would still be subject to insurance.

Audience member Mr. Ramsey commented he is appreciative that there is a place in Sun Valley for citizens to vote. He inquired if there are security measures put in place when fees are waived for organizations for the use of a District facility and the user does not adhere to all of the District's requirements and/or rules.

Mr. Combs responded the District is waiving the rental fees and deposit, Washoe County is still responsible for providing their own insurance and security. This is a continued partnership between the District and Washoe County. The Washoe County Registrar of Voters have always made sure that they cleanup after use of District facilities during election years.

Trustee Rider made a motion to approve Washoe County Registrar of Voters request for the use of the Sun Valley Neighborhood Center for the upcoming early voting, primary election and general elections. Vice Chair Severt seconded the motion. The motion carried unanimously.

Item# 13. Legal report by Maddy Shipman.

None

Item# 14. Field report by Chris Melton.

Mr. Melton reported on the following items:

- He gave a brief update on Highland Village Phase I; this project is a proposed 215 single family subdivision. This project was approved by the District Board April 2021. The water will be served from two delivery points; one from the backside of Summer Ct. and other from Midnight Dr. and Highland Ranch Pkwy. The sewer will be collected at Midnight Dr. and Highland Ranch Pkwy. It was identified in the Water/Wastewater Capacity Study that an upgrade is needed on the District's offsite sewer interceptor. This upgrade is the District's 21" sewer interceptor located at Baring Blvd. and Sparks Blvd. from manhole 61 to 63. The estimated design cost for the sewer upgrade project is half a million; fully funded by the developer. The District will require the developer to adhere to the 50% deposit and 15% contingency rule prior to approving Shaw Engineering to start designing.
- He gave a brief update on 5 Ridges Off-Site Water Infrastructure Projects. Four Projects were identified in the Water Capacity Study that was complete September 2020 to serve 5 Ridges proposed 1,300 subdivision. The various projects include various upgrades to existing facilities and installation of new facilities. The estimated cost to have all projects designed by Shaw Engineering is \$696,000; fully funded by the developer. The District is in receipt of the 50% deposit and 15% contingency as required by the District's rules. The first Off-Site Water Project consists of 8" waterline and pressure reducing valve tie-in from W. 7th Ave., Tanberg Dr., Stella Dr. and Mineral Dr.; this project is projected to go out to bid within the next month.
- He reported the District recently hired a new Entry Level Service Technician, Kyle Quillen, to fill the vacancy within the field department.

Item# 15. Field report by Erin Dowling.

Ms. Dowling reported on the following items:

- She gave a brief report on the Veterans Event; there were twelve veteran agencies in attendance, representatives from Senator Rosen's and Senator Cortez Masto's office, Washoe County Commissioner Herman, Washoe County Sheriff Balaam and several of the District Trustees. The event was well attended and was considered a success.
- She gave an update regarding the State of Nevada Low Income Housing Water Assistance Program; the program has been accepted by the state administration last week and hope to commence the program March 2022. The District should be receiving its agreement for the program for review within the next few months; regarding the District's guidelines for the state's assistance program.
- The District's part time customer service representative recently resigned for personal reasons and Ms. Dowling was proud to announce the re-hire of Andrea Bravo to fill the vacancy.

Item# 16. Manager report by Jon Combs.

Mr. Combs reported on the following:

- He wished Vice Chair Severt, Trustee Rider and Ms. Shipman a Happy Birthday on behalf of the District.
- He has hired a full-time Accountant II, Elizabeth Thrall, her start date is November 29th. The temporary accountant, Cindy Merritt will help train Ms. Thrall for two weeks.
- The District's auditor has begun reviewing the District's trial balance and will be able to start working on the District's 2020/2021 audit beginning November 29th. Mr. Combs has notified the State of Nevada Taxation Department that the District will be applying for at least one extension for submittal of the District's approved 2021 audit report.
- He reported the temporary accountant has reconciled the District's financials through October.
- He reported he will be on vacation November 12, 2021.

Item# 17. Public Comments.

None

Item# 18. Board Comments.

Trustee Rider apologized for not being able to attend the Veterans Event for personal reasons. He thanked the District for the birthday wishes.

Treasurer Ortiz commented she attended the Veterans Event; she thought the event was a great event for the community. She acknowledged all of staffs work towards the event.

Chairperson Ainsworth thanked Ms. Dowling for her planning and organizing of the Veterans Event.

Vice Chair Severt apologized for not being able to attend the Veterans Event due to a conflict with her work schedule.

Item# 19. Future Agenda Items.

Mr. Combs reported the following items will be on the next agenda;

- Adopt a corrected resolution for APN 508-020-01 for the District's Tax Boundary Map.
- Review of the amended District Tax Boundary Map removing APN 508-020-01
- Approval of 2022 meeting schedule
- Election of officers
- Reclass of Accountant II to Senior Accountant with adjustment to pay scale

Trustee Rider requested an update on COVID mitigation protocols.

Item# 20. Adjournment.

Treasurer Ortiz made a motion to adjourn at 7:05 pm. Trustee Rider seconded the motion. The motion carried unanimously.

Approved by the SVGID Board of Trustees on December 09, 2021
Minutes Prepared by: Jennifer Merritt, Administrative Assistant